City of Kirkland
Request for Proposals

**GEOGRAPHIC INFORMATION SYSTEM
SENIOR-LEVEL PROJECT AND TECHNICAL MANAGEMENT SERVICES
JOB NUMBER 08-13-IT
Submittals are due by 4 p.m. Wednesday, January 30, 2013**

Questions and Answers

1. Is this open to all vendors or restricted to only contract holders with State of WA?
    Answer: This RFP is open to all vendors and is not restricted to only contract holders with the State of WA.

2. How many resumes we can submit for this Job, since there is page limit for resumes i.e. 4 pages. These 4 pages will not allow us to submit more than 1 resume. Please clarify?
    Answer: The intent of the RFP is that the total number of pages submitted for resumes is limited to four single sided pages. That can be one four page resume or two two page resumes or four one page resumes or any other combination totalling four pages. However, the total number of pages for resumes must not exceed four.

3. Does the requirement to have Professional Insurance need to be in-hand before a proposal is submitted or can it be obtained after the award is made?
    Answer: No. You do not have to have the insurance at the time you submit your proposals. You would have to meet the insurance requirements prior to executing the contract.

4. Are we required to obtain Kirkland city (and/or County) licenses prior to our response to your RFP or can that be acquired after the award?
    Answer: No. You do not have to have the business license at the time you submit your proposals. You would have to apply for a business license prior to executing the contract.

5. Can you tell us who developed and implemented the Enterprise GIS system for the City?
    Answer: Kirkland Enterprise GIS System was developed and implemented through joint efforts of GIS Steering Committee, citywide GIS users, and GIS staff.

6. Is there a current incumbent that is providing the services requested in the RFP?
    Answer: Yes. The incumbent contract will be completed as of January 31st.

7. Your current Information Technology Staff Listing shows 7 GIS and 21 IT staff members. With respect to the RFP listed above, what role do you see the outside GIS consultant playing in relation to the existing GIS/IT staff?
    Answer: As described in the RFP, the consultant will provide senior level technical and project management support to the existing GIS/IT staff.

8. Is the need for additional GIS staff based on increased workload, additional expertise or resources an external consultant can provide, or some other factor?
    Answer: All of the above. The needs are based on variable workload, unanticipated needs, additional senior level expertise, and resources an external consultant can provide.

9. <u>Does Kirkland have an existing GIS consultant that you are currently using?"</u>
   Answer: See answer to the question #6.

10. Is there an incumbent vendor/consultant already providing the required services?
    Answer: Yes.
    If so:
    a. What is their name?
       Answer: Port Madison GIS, Inc.
    b. How long is the association?
       Answer: Nine years.
    c. Will they also be submitting a response?
       Answer: Don't know.

11. Please clarify you are looking for one resource to fulfil all the tasks/role.
    Answer: We are looking for resources that fit best to the city's enterprise GIS needs.

12. Is the resume to be restricted to only 4 pages?
    Answer: Yes. Also see answer to question #2

13. Can vendors propose more than one candidate in the same response?
    Answer: Yes. Also see answer to question #2

14. Can we be provided about the exact job description with minimum years of experience and certifications (if any) required?
    Answer: We are looking for senior level GIS consultant (s) who is GIS expert in supporting a mature enterprise GIS program for a medium size municipal government.

15. What is the anticipated annual budget for this project?
    Answer: Please refer to the budget advertised in the RFP.

16. Can the required GIS experience be articulated through the experience of the consultant proposed?
    Answer: The respondents should provide brief descriptions of potential consultants' skills and expertise in the submittal.

    a. Should vendors also have executed projects in GIS to qualify to respond?
       Answer: Yes.

17. Can any part of the job be handled remotely? If so how many hours per month?
    Answer: As advertised, on-site activities for two to three days each week are required. Remote access may be considered in the future.

18. Can interviews of shortlisted candidates be through phone/skype?
    Answer: Yes.

19. Can we submit H1B/non-immigrant visa holders for the position?
    Answer: Yes.

20. Is this a minimum 40 hours/week position?
    Answer: No.

21. What happens in the event the proposed consultant becomes unavailable for any reason when City is ready to interview or post interview?
    Answer: Not to be considered.

    a. Can vendors propose alternate similarly skilled candidates at the same quoted hourly bill rate?
        Answer: No.

22. Can we submit our response electronically via email? If so, let me know your file preference (ZIP, PDF or Word).
    Answer: Yes. Proposals may be submitted as email attachments in PDF or MS Word format to purchasing@kirklandwa.gov (Zip files cannot be accepted).